



Trustees:

Roxann Buck, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Lisa Perfetti, Raymond Schlather, Louis Scholl, Bruce Tytler

**November 17, 2022 Agenda
Regular Board of Trustees Meeting @ 5:30 p.m.**

<https://us02web.zoom.us/j/86510666637?pwd=QlgrMVlFRHBxQlprSE5rMmhZb3ZPQT09>

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of October 20, 2022 Board of Trustees Regular Meeting Minutes
7. CFO/Treasurer's Report
8. Communications
9. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees) Strategic Enrollment Plan – Dr. Denver Stickrod, Dean of Enrollment Management
10. Information Items:
 - a. Human Resources Updates
11. Consent Agenda (Action Items):
 - a. Appointment of Personnel
12. Standing Reports:
 - a. Provost & VP of Academic Affairs - Written Report Provided
 - b. Interim VP of Student Services/Senior Diversity Officer – Written Report provided
 - c. Associate Vice President of College Relations – Written Report provided
 - d. Chief Information Officer – Written Report provided.
 - e. College Senate – Written Report provided
 - f. Tompkins Cortland CC Foundation, Inc. – Written Report Provided
 - g. Chairperson's Report
 - h. Liaison Report – Tompkins County
 - i. Liaison Report – Cortland County
 - j. Student Trustee Report – Verbal Report will be given
 - k. President's Report – Written Report provided
13. Upcoming Events:
 - a. ASPEN Workshop – December 2 and 9, 2022 – President Kremenek and Executive Council members
 - b. Middle States Commission on Higher Education Annual Conference in Philadelphia – December 7-9, 2022 attended by Seth Thompson and Dr. Malvika Talwar
 - c. December Graduate Recognition Ceremony – December 9, 2022; 6:00 p.m.
 - d. Next Board of Trustees Meeting – December 15, 2022
14. Adjournment

****Public Comment: Provision is made at this point in the agenda for citizens of the College community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time except at the request of the Chairperson after approval for such recognition by a unanimous vote of the Trustees in attendance. No person, not a member of the Board, shall speak for more than five (5) minutes without specific approval of a majority of the Trustees. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.**

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
Regular Meeting
October 20, 2022
Via Zoom & In Person
Open Session 5:30 P.M.**

PRESENT: Roxann Buck (via Zoom), Judy Davison, Arthur Kuckes, Lisa Perfetti, Louis Scholl, Raymond Schlather

EXCUSED: Matt McSherry, Schelley Michell-Nunn, Bruce Tytler

COUNTY

LIAISONS: Mike Lane, Cathy Bischoff

STAFF: Jan Brhel, Katrina Campbell, Tim Densmore, Amy Faben-Wade, Julie Gerg, Michael Haupt, August Hennies, Amy Kremenek, Deb Mohlenhoff, Susan Mueller, Dennis Panagitas, Sayre Paradiso, Dara Riegel, Denver Stickrod, Ruth Spencer, Bill Talbot, Malvika Talwar, Barb Thayer, Seth Thompson, Peter Voorhees

1. **Call to Order:** The meeting was called to order at 5:37 p.m. by Chair Davison.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** Chair Davison welcomed employees attending the meeting via zoom. New employees were introduced by their respective Vice President.
4. **Approval of Meeting Agenda:** Mr. Schlather moved the Board of Trustees October 20, 2022 meeting agenda be approved as submitted; seconded by Mr. Scholl; motion carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes –** Chair Davison noted that the **September 15, 2022 Regular Meeting minutes** needed to be amended to show Board member, Lisa Perfetti, as present. She also added a correction regarding a medical exception to the use of cannabis which was stated in error at the September meeting. It should be noted “while cannabis is legal in New York State, it is not legal under federal law. Because the College receives federal funds, there is no exception for any use of cannabis on campus.” Ms. Perfetti moved that the minutes of the September 15, 2022 regular meeting be approved as amended; seconded by Mr. Schlather; motion approved unanimously.
7. **Communications:** NONE.
8. **CFO’s Report: Written report was provided.** When asked about the difference in student balances, Mr. Talbot noted that it is due to timing of the reports or funds that were due back to students.

9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Kim Sharpe, Director of Nursing.** The presentation is attached to these minutes. Kim Sharpe noted that the nursing program is geared to be an “in-person” program and that COVID took a toll on the grades earned by the students during the time classes were on-line versus in-person. Students and instructors are happy to be back in person. On-time completion rate for TC3 Nursing students is between 70-80% (which is ahead of NYS average). Incoming LPN students come in as 2nd semester students. Nursing students need 600 clinical hours and the students begin those clinical hours the third week of the semester. She attributes the success of the program to the dedicated faculty in the nursing department and thanked the Board and administration for their support. NYCLEX (the RN exam) is changing its format from a majority of multiple choice questions to fewer multiple choice questions and more case study essays. When asked how many times the exam can be taken, Kim Sharpe said in New York State it can be taken an unlimited number of times where in other states it is usually 2-3 times. In response to a question regarding where the program could possibly expand, she noted there are currently limited ways to expand. We already offer the RN program, the LPN to RN program and the CNA program (2 times a year). An allied health program is a possibility. A certification in phlebotomy and pharmacy technician are also provided. It was noted that Board of Trustee member, Lisa Perfetti, is a TC3 Nursing graduate. President Kremenek added there is now a federal grant program to consider other health care programs and TC3 will partner with 10 other colleges for this grant.

10. **Information Items:**

a) **Human Resources Updates** – No discussion.

11. **Consent Agenda:** Mr. Schlather moved that the consent agenda items be approved as submitted; seconded by Mr. Scholl, approved unanimously.

a. **Appointment of Personnel**

b. **Approval of Position Description – Dean of Student Success & Retention**

c. **Approval of Position Description – Executive Assistant to the President**

d. **Approval of Position Description – Assistant Registrar**

e. **Approval of Position Description – Assistant to the VP for Student Affairs**

12. **Standing Reports:**

a) **Provost/VPAA:** Written report provided. No discussion

b) **Interim Vice President of Student Affairs & Senior Diversity Officer** – Written report provided. Mr. Thompson responded to a question regarding the report of 12 Title IX issues. Mr. Thompson clarified that it should be 12 student conduct issues not 12 Title IX issues.

c) **Associate VP for College Relations** – Written report provided. No discussion.

d) **Chief Information Officer** – No written report this month.

e) **College Senate** – Written report provided. No discussion.

f) **Tompkins Cortland Community College Foundation, Inc.** – Written report provided. No discussion.

- g) **Chairperson's Report** –Chair Davison reported the binder containing the four union contracts and Memorandums of Understanding (MOUs) is available at any time in the President's office and will be brought to all Board of Trustees meetings for those wishing to review it. She thanked all Board members for their attendance and commitment to the College. She noted that the Board is comprised of 10 members including 1 student member. TC3 currently has one Tompkins County Governor's appointee that has been vacant since 2018. In addition, Tompkins County and Cortland County are currently working to fill the expired terms of Ray Schlather and Bruce Tytler (June 30, 2022). Both Board members have agreed to stay on until their positions are filled. The New York Community College Trustees Association (NYCCT) annual meeting took place September 23 & 24. President Kremenek and Board members Lisa Perfetti and Roxann Buck attended the meeting. Student Trustees are also invited. Due to the delay in the appointment of the Student Trustee this year, we were not able to have Louis Scholl attend. The College will begin the process for appointing a student trustee for the 2023-2024 year earlier in the spring so they will be able to attend next year. Chair Davison noted that President Kremenek and the executive staff will begin work with the ASPEN Institute next week. Chair Davison and Roxann Buck will represent the Board of Trustees as they begin work with ASPEN in the spring.
- h) **Liaison Report (Tompkins County)** – Mr. Lane stated that the Tompkins County Board met on Tuesday and due to health concerns Henry Granison has resigned. It was noted Mr. Granison was a strong advocate for the County and the College. Mr. Lane also stated that the budget will be sent forward to the upcoming public hearing. The County is looking at a 0% tax levy increase for 2023. He thank CFO Talbot for meeting with the capital oversight committee. Mr. Lane added that he attended the Ithaca College President's inauguration.
- i) **Liaison Report (Cortland County)** – Ms. Bischoff stated Cortland County is continuing their work on the budget and will have it ready for November. It is looking like a good year with the possibility for additional capacity for capital projects.
- j) **Student Trustee's Report** – Verbal report given by Mr. Scholl. Mr. Scholl reported that there were many student activities on campus that were well attended including the Silent Disco (photos were provided). Additional student small group meetings with the President have been scheduled to those already on the calendar and will be in the Panther Den in the Student Center. At least 3 students have been added to the FSA Board bringing the total to ~7 students. Halloween events have been planned as well as a pool party and pool table competition.
- k) **President's Report** – Written report provided. In addition, President Kremenek thanked the Board for their response to her 2022-2023 goals which were presented at the August 2022 Board retreat. The Strategic Enrollment Management plan has been drafted, completed and subsequently approved by SUNY. Dr. Denver Stickrod, Dean for Enrollment Management, will present this to the Board at the November meeting. There may be additional SUNY funding support for a review of the extension centers. The College is looking at the needs of adult focus groups as a part of this planning. A survey was sent to students (enrolled and those that chose not to come to TC3) regarding transportation options. This will be reviewed by Executive Council and President's Cabinet. Work with the ASPEN Institute has begun. President Kremenek will participate in the first session on October 28th. The Executive team with President Kremenek will participate in the second session on November 4th.

13. Executive Session (to discuss a personnel issue with no action to be taken in open session) Ms. Perfetti moved that the meeting convene in executive session at 6:53 p.m. for discussion of personnel matters, with no action to be taken; seconded by Mr. Schlather. President Amy Kremenek was invited to join Executive session.

Motion to go back into open session moved by Ms. Perfetti, seconded by Mr. Kuckes; approved unanimously. The meeting reconvened in regular session at 7:14 p.m.

14. Adjournment: Mr. Schlather moved that the meeting be adjourned; seconded by Mr. Scholl; motion carried unanimously. The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

VP of Finance & Administrations Report: November 17, 2022

2022-23 Close

The College drew \$1.5M in reserves this 2022-23 budget year in order to balance its budget. Our business focus remains on rebuilding enrollments, creating more efficient cost structures and seeking additional temporary funding that will allow the College the time to rebuild its enrollments back to pre-COVID levels. However to get back to 2018-2019 levels of 919 FTEs, we need 341 more FTEs, a 37% growth target.

Fall 2022 revenues are forecasted to be \$100K favorable to budget. Core FTEs increased 4% over prior year and were on budget with new (including transfers) enrollments increasing by 18%. Concurrent FTEs fell 6% below prior year, (8% below budget) reducing tuition revenues by \$100K. This first loss in concurrent enrollments is attributable to the real impact of COVID on students, who are not meeting the criteria needed for college level courses. County chargeback revenue is \$200K favorable to budget as both FTEs and the county chargeback rate increased over what was budgeted.

Expenses are currently forecasted to be \$400K favorable to budget. An Incremental SUNY Grant has been awarded to the College which will offset the \$300K marketing expenses budgeted for 2022-23. There is also a \$100K reduction in concurrent scholarship expenses associated with the revenue shortfall discussed above.

2022-23 Operating Initiatives

Our continued investments in marketing, conversions and retention will accelerate our enrollment growth. Our timely introduction of seven new micro-credentials along with our recent Job/Internship Fair that brought together 45 local employers, 116 TC3 students and 35 community members is expected to make us ready for workforce development enrollments once NYS clarifies requirements for financial aid for students enrolled in micro credential programs.

Our efforts to reducing student balances earlier in the semester will not only lead to more students being able to return, thereby improving retention but will also reduce write-off expenses. As of October 31st we had 268 students (\$.8M in balances) with greater than a \$1K balance, compared to 424 students (\$1.4M) last year on the same date. Our experiences and assessments from this Fall will result in new practices being piloted this Spring.

The College has requested three years of operating bridge funding from our two sponsors in the amount of \$234K a year: \$145,980 from Tompkins and \$88,920 from Cortland. The funding's purpose is to cover new expenses associated with a new network management contract and other software expenses aligned with recapturing our enrollments over the next three years. The funding request was made as part of the two Counties' 2023 budgeting process. Tompkins has approved and Cortland is assessing as a natural part of its budget cycle: 11/8 Finance Committee Meeting and 11/17 Full Legislative Meeting. There is no denying that our sponsor counties are supporting us when we most need it as they have also funded our last Workforce Development Initiative installment in their 2023 budget: Tompkins \$126K and Cortland \$74K.

Deferred Maintenance and Capital Projects:

Workforce Development Lab Renovations are entering the construction stage in which renderings are being drafted, walls rebuilt, equipment and furniture order. Mechanicals, electrical and plumbing plans are 50% complete, which when done will lead to closed bidding for contractors.

Our grounds Access & Egress project began with sidewalks which are almost complete and look great. While funded by our sponsor counties and NYS, Cortland Highway Department used their staff and material contracts to get this done over the summer and fall at significantly lower pricing than had we contracted this work. Next spring we begin tackling the front end of the parking lots drainage and asphalt repaving.

Our Deferred Maintenance Advisory Committee, made up of Legislators, will begin discussing the longer-term 2-5 year needs, begin prioritizing projects and discussing methods of funding. As a precursor, the College has requested the two counties fund \$500K in incremental deferred maintenance for 2023: \$250K from NYS, \$155K from Tompkins and \$95K from Cortland. Tompkins has approved and Cortland is assessing as a natural part of its budget cycle: 11/8 Finance Committee Meeting and 11/17 Legislative Meeting.

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2022-2023 APPROPRIATIONS
 Year-To-Date Through October 31, 2022

	Modified Budget 2022-23	Expend to Date 2022-23	Unexpend Balance 2022-23	% Expended 2022-23	Total Exp PY 2021-22 ⁵	YTD Exp PY to Date 2021-22	PY % Expended 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	15,990,870	2,372,488	13,618,382	14.8%	15,311,403	2,169,928	14.2%	(202,559)	-1.3%
Equipment	50,000	1,100	48,900	2.2%	102,105	0	0.0%	(1,100)	-1.1%
Contractual Expenses	5,863,844	557,947	5,305,897	9.5%	4,508,552	891,919	19.8%	333,972	7.4%
Employee Benefits	8,544,482	1,321,357	7,223,125	15.5%	8,032,450	1,303,819	16.2%	(17,538)	-0.2%
Total Forecasted Departmental Appropriations¹	30,449,196	4,252,892	26,196,304	14.0%	27,954,510	4,365,666	15.6%	112,775	2.6%
Scholarships & Awards									
Student Services		98,716	(98,716)	0.0%	90,679	39,970	44.1%	(58,747)	(147.0%)
Academic Support	3,439,832	1,176,126	2,263,706	34.2%	3,425,481	1,183,330	34.5%	7,204	0.6%
Total Scholarships & Awards	3,439,832	1,274,842	2,164,990	37.1%	3,516,160	1,223,299	34.8%	(51,543)	(0)
Total Forecasted Appropriations²	33,889,028	5,527,734	28,361,294	16.3%	31,470,670	5,588,965	17.8%	61,232	1.1%
Adjustments to Approved Budget									
Personal Services	38,903		38,903	0.0%			0.0%	0	0.0%
Equipment	0	0	0	0.0%	0	0			
Contractual Expenses	(261,952)		(261,952)	0.0%			0.0%	0	0.0%
Employee Benefits	0	0	0	0.0%	0	0	0.0%	0	0.0%
Total Adjustments to Approved Budget³ Favorable (Unfav)	(223,049)	0	(223,049)	0.0%	0	0	0.0%	0	0.0%
Total Approved Budget Appropriations⁴									
Personnel	16,029,773	2,372,488	13,657,285	14.8%	15,311,403	2,169,928	14.2%	(202,559)	-1.3%
Equipment	50,000	1,100	48,900	2.2%	102,105	0	0.0%	(1,100)	-1.1%
Contractual	5,601,892	557,947	5,043,945	10.0%	4,508,552	891,919	19.8%	333,972	7.4%
Scholarship & Awards Offset	3,439,832	1,274,842	2,164,990	37.1%	3,516,160	1,223,299	34.8%	(51,543)	-1.5%
Fringe Benefit	8,544,482	1,321,357	7,223,125	15.5%	8,032,450	1,303,819	16.2%	(17,538)	-0.2%
Total Approved Budget Appropriations⁴	33,665,979	5,527,734	28,138,245	16.4%	31,470,670	5,588,965	17.8%	61,232	1.1%

Explanation of Sub-Totals and Totals:

- Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
- Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
- Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2020-21 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
- Total Approved Budget Appropriations:* This represents the Approved Budget.
- Excludes impacts of GASB 68 (OPEB) & 75 (ERS/TRS)

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2022-2023 APPROPRIATIONS
 Year-To-Date Through October 31, 2022

	Modified Budget 2022-23	Expend to Date 2022-23	Unexpend Balance 2022-23	% Expended 2022-23	Total Exp PY 2021-225	YTD Exp PY to Date 2021-22	PY % Expended 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	6,553,752	1,146,222	5,407,530	17.5%	6,991,687	1,104,590	15.8%	(41,632)	(3.8%)
Equipment			0	0.0%	228		0.0%	0	0.0%
Contractual Expenses	1,705,935	74,242	1,631,693	4.4%	1,283,579	223,360	17.4%	149,117	66.8%
Employee Benefits	3,493,400	634,439	2,858,961	18.2%	3,676,824	616,581	16.8%	(17,858)	(2.9%)
Total Instruction	11,753,087	1,854,903	9,898,184	15.8%	11,952,318	1,944,530	16.3%	89,627	4.6%
Public Service									
Personal Services	115,463	24,060	91,403	20.8%	186,129	24,914	13.4%	854	3.4%
Equipment									
Contractual Expenses	20,000	325	19,675	1.6%	3,772		0.0%	(325)	0.0%
Employee Benefits	88,501	13,474	75,027	15.2%	97,300	15,715	16.2%	2,242	14.3%
Total Public Service	223,964	37,859	186,105	16.9%	287,201	40,630	14.1%	2,771	6.8%
Academic Support									
Personal Services	1,359,558	214,125	1,145,433	15.7%	1,470,589	198,038	13.5%	(16,087)	(8.1%)
Equipment			0	0.0%	16,835		0.0%	0	0.0%
Contractual Expenses	260,248	18,904	241,344	7.3%	286,246	18,456	6.4%	(448)	(2.4%)
Employee Benefits	724,696	119,910	604,786	16.5%	765,090	138,084	18.0%	18,174	13.2%
Total Academic Support	2,344,502	352,938	1,991,564	15.1%	2,538,760	354,578	14.0%	1,639	0.5%
Libraries									
Personal Services	552,471	84,730	467,741	15.3%	505,857	73,499	14.5%	(11,231)	(15.3%)
Equipment									
Contractual Expenses	198,200	56,566	141,634	28.5%	163,827	63,120	38.5%	6,555	10.4%
Employee Benefits	294,488	47,449	247,039	16.1%	265,906	42,026	15.8%	(5,423)	(12.9%)
Total Libraries	1,045,159	188,744	856,415	18.1%	935,591	178,645	19.1%	(10,099)	(5.7%)
Student Services									
Personal Services	2,038,491	292,502	1,745,989	14.3%	1,941,700	244,383	12.6%	(48,118)	(19.7%)
Equipment	1000		1,000	0.0%	30,249	0	0.0%	0	0.0%
Contractual Expenses	769,328	109,847	659,481	14.3%	537,630	102,993	19.2%	(6,854)	(6.7%)
Employee Benefits	1,086,594	163,801	922,793	15.1%	1,009,102	157,868	15.6%	(5,933)	(3.8%)
Total Student Services	3,895,413	566,150	3,329,263	14.5%	3,518,681	505,244	14.4%	(60,906)	(12.1%)
Maintenance and Operations									
Personal Services	1,813,961	192,364	1,621,597	10.6%	1,618,792	177,502	11.0%	(14,862)	(8.4%)
Equipment			0	0.0%	23,122		0.0%	0	0.0%
Contractual Expenses	1,019,418	127,090	892,328	12.5%	764,397	118,915	15.6%	(8,175)	(6.9%)
Employee Benefits	966,911	109,724	857,187	11.3%	862,369	132,718	15.4%	22,994	17.3%
Total Maintenance and Operations	3,800,290	429,178	3,371,112	11.3%	3,268,680	429,135	13.1%	(43)	(0.0%)
Institutional Support									
Personal Services	1,664,148	227,588	1,436,560	13.7%	1,222,988	164,214	13.4%	(63,374)	(38.6%)
Equipment									
Contractual Expenses	380,205	61,616	318,589	16.2%	343,703	44,510	13.0%	(17,106)	(38.4%)
Employee Benefits	887,055	127,449	759,606	14.4%	637,901	98,245	15.4%	(29,204)	(29.7%)
Total Institutional Support	2,931,408	416,652	2,514,756	14.2%	2,204,592	306,969	13.9%	(109,684)	(35.7%)
General Institutional Services									
Personal Services	1,893,026	190,897	1,702,129	10.1%	1,373,663	182,789	13.3%	(8,108)	(4.4%)
Equipment	49,000	1,100	47,900	2.2%	31,670		0.0%	(1,100)	0.0%
Contractual Expenses	1,510,510	109,358	1,401,152	7.2%	1,125,397	320,566	28.5%	211,208	65.9%
Employee Benefits	1,002,837	105,111	897,726	10.5%	717,958	102,581	14.3%	(2,530)	(2.5%)
Total General Institutional Services	4,455,373	406,466	4,048,907	9.1%	3,248,688	605,936	18.7%	199,470	32.9%
Total Forecasted Departmental Appropriations¹	30,449,196	4,252,892	26,196,304	14.0%	27,954,510	4,365,666	15.6%	112,775	0.4%

2022-2023 APPROPRIATIONS
 SCHEDULE OF EMPLOYEE BENEFITS
 Year-To-Date Through Monday, October 31, 2022

	2022-23 Mod Bud	2022-23 Actual	2022-23 Uexpended Balance	2022-23 % Unexpended	2021-22 Total Exp PY	2021-22 PY to Date	2021-22 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Retirement Incentive Costs	160,000	36,429	123,571	22.8%	242,216	163,972	67.7%	127,542	77.8%
HRA Retiree Benefits	75,000	4,031	70,969	5.4%	70,859	7,739	10.9%	3,708	47.9%
State Employee's Retirement	933,091	168,476	764,615	18.1%	1,013,112	151,267	14.9%	(17,209)	(11.4%)
State Teacher's Retirement	135,000	28,804	106,196	21.3%	139,554	24,254	17.4%	(4,550)	(18.8%)
Optional Retirement Fund	880,000	122,743	757,257	13.9%	845,018	147,178	17.4%	24,435	16.6%
Social Security	1,210,331	191,736	1,018,595	15.8%	1,163,406	173,435	14.9%	(18,301)	(10.6%)
Worker's Compensation	68,453	13,731	54,722	20.1%	91,482	31,151	34.1%	17,420	55.9%
Executive Benefits	37,000	4,131	32,869	11.2%			0.0%	(4,131)	0.0%
Disability Insurance	9,000	2,073	6,927	23.0%	7,778	682	8.8%	(1,391)	(204.0%)
Hospital and Medical Insurance	3,032,711	468,649	2,564,062	15.5%	2,734,968	560,525	20.5%	91,875	16.4%
Post Retirement Health Insurance	1,711,160	240,000	1,471,160	14.0%	1,366,381	270,000	19.8%	30,000	11.1%
Employee Tuition Benefits	103,000	37,677	65,323	36.6%	88,194	32,798	37.2%	(4,880)	(14.9%)
Life Insurance	10,000	1,860	8,140	18.6%	7,641	1,287	16.8%	(573)	(44.5%)
Vacation Benefits	200,000	15,000	185,000	7.5%	180,693		0.0%	(15,000)	0.0%
Miscellaneous	5,000	325	4,675	6.5%	3,075	125	4.1%	(200)	(160.0%)
Unemployment Insurance	10,910		10,910	0.0%	15,953		0.0%	0	0.0%
Total Employee Benefits	8,580,656	1,335,666	7,244,990	15.6%	7,970,329	1,564,413	19.6%	228,747	14.6%

	Modified Budget 2022-23	Revenues to Date 2022-23	Unrealized Balance 2022-23	% Realized 2022-23	Total Rev PY 2021-22	YTD Rev PY 2021-22	PY % Realized 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
Student Revenue									
Core Tuition									
Fall	3,333,315	3,347,581	(14,266)	100.4%	3,336,691	3,305,428	99.1%	42,153	1.3%
Spring	2,621,196	0	2,621,196	0.0%	2,853,789	722	0.0%	(722)	-100.0%
Winter	59,669	25,308	34,361	42.4%	100,000	20,200	20.2%	5,108	25.3%
Summer	510,792	0	510,792	0.0%	524,658	1,267	0.2%	(1,267)	-100.0%
Nonresident Tuition	615,254	441,052	174,202	71.7%	694,862	455,302	65.5%	(14,250)	-3.1%
Student Fee Revenue	947,269	448,242	499,027	47.3%	904,092	435,637	48.2%	12,606	2.9%
Total Core Student Revenue	8,087,495	4,262,183	3,825,312	52.7%	8,414,092	4,218,556	50.1%	43,628	1.0%
Concurrent Enrollment Tuition	3,409,068	1,112,873	2,296,195	32.6%	3,406,954	1,165,961	34.2%	(53,088)	-4.6%
Total Student Revenue	11,496,563	5,375,056	6,121,507	46.8%	11,821,046	5,384,517	45.6%	(9,460)	-0.2%
Government Appropriations									
New York State	9,753,019	2,437,505	7,315,514	25.0%	9,753,019	2,438,255	25.0%	(750)	0.0%
Local Sponsors	4,882,882		4,882,882	0.0%	4,882,882		0.0%	0	0.0%
Appropriated Cash Surplus	600,000	600,000	0	100.0%	0		0.0%	600,000	0.0%
Charges to Other Counties	5,418,607	2,231,450	3,187,157	41.2%	5,390,541	2,171,969	40.3%	59,481	2.7%
Federal Aid			0	0.0%	2,120,459		0.0%	0	0.0%
Board Designated Reserves	932,518	932,518	0	100.0%	0		0.0%	932,518	0.0%
Total Govt Appropriations	21,587,026	6,201,473	15,385,553	28.7%	22,146,902	4,610,224	20.8%	1,591,249	34.5%
Other Revenues									
Service Fees	121,340	27,244	94,096	22.5%	68,895	17,741	25.8%	9,503	53.6%
Interest Earnings		661	(661)	0.0%	7,133	623	8.7%	37	6.0%
Rental of Real Property	10,000	2,150	7,850	21.5%	4,955	450	9.1%	1,700	377.8%
Contract Courses	100,000	273,634	(173,634)	273.6%	280,053	2,761	1.0%	270,873	9810.7%
Noncredit Tuition	100,000	48,249	51,751	48.2%	175,704	23,725	13.5%	24,524	103.4%
Grant Offsets	205,000	1,439	203,561	0.7%	262,003	4,263	1.6%	(2,825)	-66.3%
Unclassified Revenues	46,050	5,281	40,769	11.5%	50,581	7,915	15.6%	(2,634)	-33.3%
Total Other Revenues	582,390	358,656	223,734	61.6%	849,324	57,478	6.8%	301,178	524.0%
TOTAL REVENUES	33,665,979	11,935,186	21,730,793	35.5%	34,817,271	10,052,219	28.9%	1,882,967	18.7%
Student Revenue									
State Revenue	9,753,019	2,437,505	7,315,514	25.0%	9,753,019	2,438,255	25.0%	(750)	0.0%
Local Revenue	10,301,489	2,231,450	8,070,039	21.7%	10,273,423	2,171,969	21.1%	59,481	2.7%
Federal Revenue	0	0	0	0.0%	2,120,459	0	0.0%	0	0.0%
Use of Fund Balance	1,532,518	1,532,518	0	100.0%	0	0	0.0%	1,532,518	0.0%
Other	261,050	9,530	251,520	3.7%	324,672	13,251	4.1%	(3,722)	-28.1%
Total	33,665,979	11,935,186	21,730,793	35.5%	34,817,271	10,052,219	28.9%	1,882,967	18.7%

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of November 9, 2022

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Admissions & Financial Aid Advisor (2 Positions)	ASAP	October 4, 2022	November 4, 2022	Zoom Interviews Scheduled
Assistant Director of Student Success	ASAP	September 13, 2022	October 13, 2022	Scheduling On-Campus Interviews
Director of Educational Opportunity Programs & Assistant Diversity Officer	October 1, 2022	July 20, 2022	Immediately	Checking References
Director of Enrollment Operations & Auxiliary Services (Interim)	ASAP	September 27, 2022	October 11, 2022	Interviews Concluded
Director of Strategic Marketing	ASAP	October 5, 2022	November 7, 2022	Screening Committee Reviewing/ Applications/Accepting Applications
Instructor of Applied Science and Technology (Grant-Funded)	April 1, 2022	November 8, 2021	January 19, 2022	Revising APO to Re-advertise
Instructor of Mathematics	August 2022	April 6, 2022	May 6, 2022	Checking References
Programmer	ASAP	October 6, 2022	November 7, 2022	Screening Committee Reviewing Applications/Accepting Applications
Technology Support Associate	ASAP	September 22, 2022	October 22, 2022	Screening Committee Reviewing Applications/Accepting Applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Campus Peace Officer (Part-time, Permanent)	Campus Police	ASAP	Accepting Application via Tompkins County Department of Human Resources
Campus Peace Officer (1.0 FTE, Permanent)	Campus Police	ASAP	Hired: Hayden Potter (11/14/22) Provisional Appointment
Enrollment Services Specialist (1.0 FTE, Permanent)	Workforce/BIZ	ASAP	Interviews Concluded
Maintenance Worker (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Processing Request to Fill
Project Assistant (Part-time, Temporary)	Workforce/BIZ	ASAP	Reviewing Applications via Tompkins County Department of Human Resources

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Lifeguard	Athletics & Recreation	November 2022	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	November 2022	Accepting Applications
Substitute Teacher	Childcare	November 2022	Accepting Applications; Continuous Recruitment
Assistant Teacher	Childcare	November 2022	Accepting Applications
Teacher Aide 10 Month	Childcare	November 2022	Accepting Applications
Head Teacher	Childcare	November 2022	Accepting Applications
Van Driver	Athletics & Recreation	November 2022	Accepting Applications
Assistant Director of Athletics & Recreation	Athletics & Recreation	November 2022	Accepting Applications
Assistant Coach, Women's Soccer	Athletics & Recreation	November 2022	Hiring: Daniel Cowulich

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	November 2022	Accepting Applications
Banquet Bartender	TC3 Bistro	November 2022	Accepting Applications
Banquet Supervisor	TC3 Bistro	November 2022	Accepting Applications
Bartender	TC3 Bistro	November 2022	Accepting Applications
Busser/Food Runner	TC3 Bistro	November 2022	Accepting Applications
Dishwasher	TC3 Bistro	November 2022	Accepting Applications
Line Cook	TC3 Bistro	November 2022	Accepting Applications Hired: Milo Coyote (10/19/2022)
Server	TC3 Bistro	November 2022	Accepting Applications Hired: Briana Carrasca (09/27/22)
Host/Hostess	TC3 Bistro	November 2022	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of November 1, 2022

COMPLAINANT

SUBJECT

DISPOSITION

CSEA

None.

FACULTY ASSOC.

None.

PAA

None.

TC3 ADJUNCT ASSOC.

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-13**

APPOINTMENT OF PERSONNEL

WHEREAS, The Department of Human Resources has confirmed that each of the individuals identified on the attached list possesses credentials necessary for the appointments indicated, and

WHEREAS, it also has been confirmed that each of the listed individuals has accepted all requisite conditions for appointment, and

WHEREAS, each of the listed individuals also has been recommended for his or her appointment by the President, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby appoints the individuals listed on the attachment.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 17th day of November 2022, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 17th day of November 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Tuesday, November 1, 2022
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
August				
Moore, Paula	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/22
Roche, Heather	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/22
Schaffer, Patricia	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/22
Scofield, Elizabeth	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/22
Whalen, Reganne	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/22
Wright, Rachel	Participation in Professional Development Activity	Adjunct	\$100.00	8/24/22
Eckert, Regina	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$3,480.90	8/29/2022 To 12/16/2022
Evans, Christine	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$406.11	8/29/2022 To 12/16/2022
Farah, Fred	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$3,480.90	8/29/2022 To 12/16/2022
Galezo, David	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$580.15	8/29/2022 To 12/16/2022
Grossman, Rick	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,740.45	8/29/2022 To 12/16/2022
Ha, Lien	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,740.45	8/29/2022 To 12/16/2022
Kobre, Michael	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,740.45	8/29/2022 To 12/16/2022
Need, Barbara	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$3,074.80	8/29/2022 To 12/16/2022
Okaru, Alfie	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$580.15	8/29/2022 To 12/16/2022
Peck, Gail	Provide supervision to NURS208 M30 students while administering medications	Adjunct	\$2,504.70	8/29/2022 To 12/16/2022
Reining, Shaun	Provide supervision to NURS208 M31 students while administering medications	Adjunct	\$834.90	8/29/2022 To 12/16/2022
Sewell, Pat	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$580.15	8/29/2022 To 12/16/2022
Timonin, Michael	Per Article 9.5 of Adjunct Assoc. Contract re: HSTY202 cancellation	Adjunct	\$300.00	8/29/2022 To 12/16/2022
Young, Tammi	RECR285	Adjunct	\$1,650.00	8/29/2022 To 12/16/2022
Young, Tammi	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$3,480.90	8/29/2022 To 12/16/2022
September				
Doskal, Darese	Interim Dean of Student Affairs	Grade 6	\$116,961.00	9/1/22
Whalen, Reganne	Coverage for Instructor at CMC	Adjunct	\$153.07	9/21/22
Buchanan, Patricia	Sixty-minute session - Development Education Professional Development	Adjunct	\$50.00	9/22/22
Krizman, Jeffrey	Sixty-minute session - Development Education Professional Development	Adjunct	\$50.00	9/22/22
Weed, Steve	Sixty-minute session - Development Education Professional Development	Adjunct	\$50.00	9/22/22
Zaia, Heather	Sixty-minute session - Development Education Professional Development	Adjunct	\$50.00	9/22/22
October				
Burr, Matthew	BUAD219 BL2	Adjunct	\$2,922.00	10/4/2022 To 12/16/2022
Eckert, Regina	HSTY102 BL1	Adjunct	\$3,300.00	10/4/2022 To 12/16/2022
Frisbie, Megan	ENGL101 BL4	Adjunct	\$3,096.00	10/4/2022 To 12/16/2022
Huelse-Barker, Jaime	BIOL132 ME51	Adjunct	\$5,418.00	10/4/2022 To 12/16/2022
Scrivens, Michael	BUAD215 BL1 BUAD217 M01	Adjunct	\$6,192.00	10/4/2022 To 12/16/2022
Young, Tammi	FITN170 M02	Adjunct	\$1,650.00	10/4/2022 To 12/16/2022
Aslanis, Ruth	Pay level correction for 20+ years of experience from Level 1 to Level 2	Adjunct	\$174.00	10/6/22

Employee	Department	Title/Rank	Salary	Employment Dates
Hoople, Robert	Pay level correction for Ph.D. from Level 1 to Level 2	Adjunct	\$174.00	10/6/22
Krizman, Jeffrey	Pay level correction for MFA from Level 1 to Level 2	Adjunct	\$348.00	10/6/22
Oldfield, Scott	Pay level correction for MFA from Level 1 to Level 2	Adjunct	\$203.00	10/6/22
Thompson, Jacqueline	Coverage for Instructor at CMC	Adjunct	\$162.20	10/7/2022
DeGaetano, Margaret	Supplemental Instructor	Adjunct	\$713.80	10/10/2022 To 12/16/2022
Altmann, Herman	Participation in Fall Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	10/11/22
Aspinwall, Breck	Participation in Fall Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	10/11/22
Bechtold, Charles	College Preparatory Mathematics Workshop-College Initiative Upstate - BIZ	Adjunct	\$1,713.12	10/11/2022 To 11/18/2022
Farah, Fred	Participation in Fall Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	10/11/22
Gammage-Sikora, Gina	Participation in Fall Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	10/11/22
Kidder, Jennifer	Participation in Fall Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	10/11/22
LaFavor, Erik	Participation in Fall Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	10/11/22
Marie, Jill	Participation in Fall Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	10/11/22
McComb, Jared	Participation in Fall Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	10/11/22
McLane, Todd	Participation in Fall Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	10/11/22
Murray, Kelly	Participation in Fall Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	10/11/22
Timonin, Michael	Participation in Fall Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	10/11/22
Weed, Steve	Participation in Fall Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	10/11/22
Wolff, Sarah	Program development/facilitation - Integrated Reading & Writing workshop - College Initiative Upstate	Adjunct	\$1,306.89	10/11/2022 To 11/18/2022
Zaia, Heather	Participation in Fall Day Professional Development Activities - Per Adjunct Assoc. Contract	Adjunct	\$100.00	10/11/22
November				
Potter, Hayden	Campus Police - Campus Peace Officer	Grade K	\$61,216.00 [*] (\$48,081.52-Prorated)	11/14/22

* Annual Salary to be Prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

November 17, 2022

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Vicki Pousseur	10/28/22	Resigned
Kevin Ramos	11/09/22	Resigned

FACULTY STUDENT ASSOCIATION

None

BISTRO

Patrick Blackman	11/26/22	Resigned
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Provost Report
November 2022

One Thing to Start: We've thrown a lot at our faculty this semester. We've thrown a lot at the whole campus of course, but this is a particularly liminal semester for faculty. Our faculty have responded incredibly well, but it is clear to me that this has been wearing. So I wanted to take a moment to acknowledge just some of what has been going on around campus and to thank those involved.

SUNY General Education: SUNY has changed the General Education system, altering the 10 Knowledge and Skill Areas, and revising the 2 competencies. In particular, they have added a new DEISJ (Diversity: Equity, Inclusion, and Social Justice) area, and they have combined and revised areas related to US History/Civic Engagement, and Global Awareness (removing previous categories and adding new ones). They also revised the learning outcomes in almost all areas. This requires the faculty reviewing the Master Course Syllabi (MCSs) in all SUNY Gen Ed Courses. It also requires determining which courses will meet the new categories. This is a significant lift. Thank to you Katrina Campbell and Julie Ray for organizing all of this through the Curriculum Committee.

Chair and Coordinator Structure: We created a new chair and coordinator structure this year. I continue to believe it is an improvement over the previous structure. However, this is a period of adjustment as we figure out exactly what the new structure looks like. I wanted to take a moment to thank the chairs and coordinators who dove in this semester and agreed to take on this work and to help us take this system from theory to praxis.

Assessment: We have created new structures to improve teaching and learning through assessment. This includes collection of assessment data from all faculty (adjunct and full-time); revisions to MCSs (Master Course Syllabi) to make sure that Student Learning Outcomes align with Program Learning Outcomes, SUNY General Education Outcomes, and Institutional Learning Outcomes; revisions to curriculum maps; and department, academic community, and campus-wide discussions. Chairs and the Assessment Committee have been taking the lead on this, but all faculty are involved in some way.

Brightspace: LMS (Learning Management System) changes are always bumpy. Ours was no exception. These changes smooth out in the long run, but that doesn't make the initial semester any easier. This space requires a shout out to Breton Bienvenue and IT for helping to usher us through these changes. Thank you as well to the faculty for working through the not insignificant vicissitudes of this shift.

Advising Expectations: We codified advising best practices and created clear expectations this semester. This included a new effort to identify students with early concerns through Starfish usage. Shout out to our advising crew across the campus.

And as if that isn't enough...: We are hearing that the pandemic has had a sizable impact on our students. In many cases, their readiness for College has been inhibited and/or they are having difficulty adjusting to classroom work that isn't online and/or they are finding it hard to deal with the rigor of college after loosened academic expectations during the pandemic. Our faculty always have to find creative and effective ways to deal with a variety of learning styles; it appears that the pandemic has made that work more complicated.

So thank you again to all of the faculty, and to all the folks who are helping to support any of these initiatives across campus and meeting these challenges.

Full-Time Faculty Hiring: The Provost Office is currently working on three APOs (Announcement of Position Openings): Full Time Faculty Instructor in Anatomy & Physiology/Healthcare; Full Time Faculty Professor of Electrical Engineering; Full Time Faculty Instructor of Civil Engineering/Construction. The first two are grant funded, and the grants include release time to develop curriculum. The latter position we believe will be eligible for SUNY funding. The first two are scheduled to start sometime in Spring, and the latter will start in Fall (if the funding comes through).

Faculty Meeting: We held a faculty meeting in October to discuss, Road 2 Registration, Open House 8 Week Survey Info, Updates on our Early Concern Flags, Campus Tech Updates, and Math Advising Updates. The recording of the [October Faculty Meeting is linked here.](#)

Road 2 Registration: This year, Leah Calzolaio has been heading up our Road to 2 Registration efforts. Thank you Leah. Michelle Nightingale also provided the following general information: “The Road 2 Registration is the two-week period prior to registration opening for the spring semester. We want students to do as much as they can to prepare for their registration day! R2R is designed to promote academic advising, student familiarity with advising systems like DegreeWorks and online registration processes through Self-Service, and fall to spring student retention. Student Success will be visiting classrooms, tabling around campus, and hosting events to assist students with the advising and registration process. A link to the Road 2 Registration information can be found here: <https://www.tompkinscortland.edu/academics/road-2-registration>”

Middle States: I’ve added a Middle States Folder to the [Provost Communication Folder](#). For now, it includes General Information about Middle States and Accreditation, Materials from 2018 (our self-study, the report back from Middle States, our supplemental reports), and materials from 1998-2013 (self-studies, periodic reports, etc).

Interim Director of Global: I am very pleased to announce that Merryn Clay has accepted the position of Interim Director of Global Education and Initiatives. The director role has been vacant throughout the pandemic, but Merryn has agreed to provide much-needed leadership during this academic year. Congratulations Merryn, and welcome to this new role.

Merryn joined the Global Office team in October 2016 after teaching ESL and English as an adjunct at TC3 for many years. Most recently, she has been coordinating TC3’s Academic Exchange Program at Walt Disney World Resort. Previously, she worked closely with the Global Connections program, as both a coordinator and an academic advisor. Merryn also supports the internationalization of the College through her work in the Global Office and on the Global Council. She holds a B.A. in History from Rutgers University and an M.A. in Applied Linguistics from Teachers College, Columbia University. Prior to returning to her hometown of Ithaca, she lived in Ecuador and Chile for several years, where she taught EFL and attempted to become fluent in Spanish. These days, Merryn is very busy with her almost-four-year-old and almost-two-year-old. Her main hobbies include running (after toddlers) and lifting (small humans). Her left arm is really strong.

THE BOARD OF TRUSTEES REPORT
Interim VP of Student Affairs and Senior Diversity Officer
November 2022

Athletics and Recreation

After some preseason scrimmages, Panthers Basketball tips off the 2022-23 seasons on the road at Onondaga on Thursday, November 10. Several women's programs in NJCAA Region III have canceled their seasons due to low participation numbers. These schools include Clinton, Columbia-Greene, Cayuga, and Genesee so far. This represents a loss of six games on our WBB schedule that we are trying to find with other nearby Regions.

Men's Basketball Link - <https://www.tcpantthers.com/sports/mbkb/index>

Women's Basketball Link - <https://www.tcpantthers.com/sports/wbkb/index>

Child Care

The FSA Infant three room opened in October, and we are now at full capacity for one staff member. Hopefully, after hiring two additional staff, we can reach maximum child capacity for both FSA classrooms. This would add nine more children to the Center. The Center applied for the Tompkins County Recovery fund grant and the pantry. In addition the Center is applying for a DOL apprenticeship expansion grant 3. This grant will pay up to \$15,000 in wages for each apprentice. We will be applying for ten apprenticeships

Campus Police

Campus Police are sponsoring a Monday Night Football event in residence life on November 7. Pizza and soft drinks will be provided in an effort to bring students and Campus Police staff together under circumstances that help build trust and rapport. Campus Police and Residence Life staff are working together to promote the event. Campus Police have made a provisional hire for the full-time peace officer position, with a tentative police academy start date of January 2, 2023. Recruitment for .5 officers continues, and we are still awaiting a test date from Tompkins County for the peace officer exam.

Health and Wellness Services

HWS in partnership with Dryden Family Medicine conducted an on-campus flu clinic and offered walk-in flu vaccine appointments for 110 faculty, staff, and students. HWS will launch Coffee with Counselors, informal opportunities for students to learn about mental health, the counseling process, and self-care on Wednesdays, 11:00 to 12:00 in the Fireside Cafe and Stress Reduction 101, 3:00 to 4:00 in the Interfaith Room. HWS Counseling conducted: 62 distinct patient appointments and 5 referrals to the SUNY Student TeleCounseling Network

Office of Diversity Education and Support Services

Recruiting for next year's EOP/LSAMP cohort has begun. Staff will meet with local Guidance Counselors over the next couple of weeks. Also, five student leaders and two staff members from the Student Engagement Team completed Mental Health First Aid Training from the Mental Health Association in Tompkins County. Additionally, Tim Thompson and Deidre Kirkem led a "Community Conversations" session for the campus community. The topic was Cultural Competency vs. Cultural Humility. Approximately 30 faculty, staff, and students attended.

Residence Life

Residence Halls Dorm Wars are happening where students in Residence Halls compete in various activities for bragging rights. Tabling for Road to Registration on November 3rd in the Connection. Also, for those students who will be staying on Campus during the Thanks giving break a Thanksgiving Dinner will be on November 24th in the Student Center.

Student Conduct and Title IX

October was Domestic Violence Awareness Month, and in an effort to raise awareness, four separate events were sponsored, some hosted over the course of a week. During the month of October, there were 11 conduct incidents involving 22 students (as of 10/27). Also, in October, six Title IX-related issues were reported. All have either been resolved informally or were noted in files in case of future concerns. No one requested a formal process.

Student Life

As a highlight of October events, a Silent Disco was held as a late-night event. Upon check-in, students received a pair of headphones and could choose between (3) different music channels with live DJs. The event was well attended and showed that students are seeking late-night involvement opportunities. Consequently, students are interested in hosting another Silent Disco where the students can guest DJ. Also, two new clubs have completed the new club process to become registered. There is an uptick in funding proposals from registered clubs to the Student Government Association. Specifically, there are more requests for event proposals by our student clubs.

Student Success: Advising, Career, and Transfer Services

Road2Registration Advising programming is in motion in preparation for Spring Registration. To learn more about activities, visit: <https://www.tompkinscortland.edu/academics/road-2-registration>

My Desk

- Coordinating a few mapping session for the onboarding process will be vital to building on our recruitment strategies for retention.
- Hosting Students Affairs division workgroups to build the capacity for program assessment that aligns with the [Council for the Advancement of Standards in Higher Education](#).
- Finalizing the implementation of the Equity, Diversity, Justice and Inclusion Plan (see attached). Consequently, a corresponding departmental resource guide has been developed for application.
- Shuttle Van Services will resume providing services on a regular schedule up to three times a week.
- I attended the SUNY EOP Directors Meetings on behalf of the campus program.

Respectfully,

Seth A. Thompson

Tompkins Cortland Community College

Equity, Diversity, Justice, and Inclusion Plan Department Resource Guide

In the development of your department's Equity, Diversity, Justice, and Inclusion Plan (EDJI), one should consider the following questions:

- How will your department's work specifically support the goals and strategies to support the Campus EDJI Plan?
- Is the plan feasible within a one-year timeframe?
- Are the strategies measurable?
- Does the overall plan make sense?
- Do the metrics match the strategy?
- Are there opportunities for collaboration?

Examples of measurable goals and strategies for department plan development are shown below:

CAMPUS TECHNOLOGY

Priority I | Advance and curate systems to support the basic needs of students and their sense of belonging to the campus community

Department Goal: Ensure students feel welcomed as they become a part of the campus community

- Strategy: Develop a Preferred Name Policy. The policy has been developed and instituted. It says that preferred names will be allowed wherever possible and that legal names will be used when required by law.
- Strategy: Upgrade ID card printing systems to allow the preferred name to be printed on the front of the ID card and the legal name on the back.

Priority III | Recruit and Retain Diverse Students, Faculty, and Staff

Department Goal: Provide high-impact experiences for students from diverse backgrounds

- Strategy: Sponsor Summer Computer Technology Internship Program. The program is intended to attract traditionally underrepresented minorities and women in order to provide them an opportunity to work in a technology-focused environment and to consider technology-related careers.

FACILITIES

Priority I | Advance and curate systems to support the basic needs of students and their sense of belonging to the campus community

Department Goal: Continue to provide an ongoing equitable review of campus space

- Strategy: For all new construction and renovations, restrooms should be designed to achieve greater privacy, adhering to best practices, and should include at least one gender-neutral restroom in each building.
- Strategy: All single-occupancy restrooms should be designated as gender-neutral. Restroom signage should incorporate best practices with respect to accessibility and gender inclusivity.

Tompkins Cortland Community College
Equity, Diversity, Justice, and Inclusion Plan Department Resource Guide

CAMPUS POLICE

Priority I | Advance and curate systems to support the basic needs of students and their sense of belonging to the campus community

Department Goal: Promote campus-wide engagement opportunities

- Strategy: Offer two (all female) classes in Rape Harassment Education (RHE). In addition, Campus Police will conduct a workshop and demonstration program once a semester in the residence halls.
- Strategy: Partner with SGA and ODESS for coffee with a cop and the Chief events once a semester.

Priority III | Recruit and Retain Diverse Students, Faculty, and Staff

Department Goal: Support student-centered initiatives

- Strategy: Develop and implement a plan to attract and interview candidates of color for student employment positions
- Strategy: Provide support and participation in Criminal Justice Club

Priority III | Recruit and Retain Diverse Students, Faculty, and Staff

Department Goal: Enlarge an eligible pool of diverse candidates for the Peace Officer position

- Strategy: Conduct a Peace Officer info session and follow-up Peace Officer test prep on campus and in community centers each semester.
- Strategy: Create a Campus Police shadow program for high school students of color during the summer

STUDENT SUCCESS: ADVISING, CAREER, AND TRANSFER

Priority I | Advance and curate systems to support the basic needs of students and their sense of belonging to the campus community

Department Goal: Ensure that SSACT provides programs and services that reflect the needs and interests of diverse student populations

- Strategy: Professional staff will continue training for competence across all groups

Priority III | Recruit and Retain Diverse Students, Faculty, and Staff

Department Goal I: Provide education and prevention services that reach out to all populations on campus

- Strategy: Provide information specific to under-represented populations on the center's website
- Strategy: Re-envision and enhance innovative outreach programming that promotes campus-wide wellness while upholding values of diversity, social justice, and inclusivity

Priority IV | Demonstrate EDJI progress and the College's commitment, and improve tools to drive accountability

Department Goal: Support cohort connective models using Retention Software

- Strategy: Identify reoccurring concerns and host roundtables to cultivate a shared understanding and develop systems to address those concerns.



STRATEGIC EQUITY, DIVERSITY, JUSTICE,
AND INCLUSION PLAN
2022 - 2027

THRIVING | EQUITABLE | INCLUSIVE
COMMUNITY



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INTRODUCTION

The contents of the Strategic Equity, Diversity, Justice and Inclusion Plan result from the Diversity Equity Action Council Steering Committee analyzing and synthesizing requested feedback received through survey responses and focus groups of the campus community. Purposefully, the steering committee also reviewed the 2021 *SUNY Systems 25-Point Diversity Equity and Inclusion Strategic Action Plan*, the College's *Strategic Plan*, and the *Academic Plan* to influence and complement positive progress towards our mutual success efforts.

That said, the Steering Committee acknowledges that the gap between the vision and current reality is also a source of energy. If there were no gaps, there would be no need for any action to move toward the vision (Senge, 2006).

The contents of the strategic plan highlight the College's vision, mission, and values. Subsequently, the Diversity Mission Statement and Fundamental Definitions are given voice concerning this plan. Priorities followed by subsequent goals, action steps, and key performance indicators comprise a mindful strategy to stimulate essential advancement for our campus community. Lastly, the appendix includes supporting foundational context.

ASSESSMENT

The plan will be assessed annually with the support of the Diversity, Equity, Action Council with support from campus leads and partners using the Strategic Equity, Diversity, Justice and Inclusion Plan's action chart. The process of assessment will include the following:

- Updates/results in each area of the plan from the previous year
- Work to accomplish in the coming year
- A review of any area of the plan that needs to be revised
- An overall assessment of each area of the plan through the heat map dashboard below



GREEN: Solid positive work was accomplished in this area. This does not mean all work is completed. It means significant steps were taken to accomplish tasks in this area or maintain key efforts



YELLOW: Some positive work was performed in this area but not enough. In some cases, this may mean that we established what work needed to be done (or created a plan to accomplish work), but much of the work is outstanding. It may mean that the work is in progress and not yet completed.



RED: Limited or no work was accomplished in this area. This is less a judgment than a note that we need to focus our efforts more clearly on this area.

COLLEGE VISION

To see strengths and unique potential in every person. To inspire people to make the courageous choice to learn, grow, and serve.

COLLEGE MISSION STATEMENT

To serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global society.

COLLEGE VALUES

LEARNING

Learning is the most important outcome of our work. We are all learners, and we know that teaching and learning happen both inside and outside the classroom. Each of us is responsible for our own learning and for supporting the learning of others.

EXCELLENCE

Exceptional teaching, programs, and service are critical to our success. We believe that excellence must be built on a foundation of integrity, honesty, and academic freedom. We achieve it by focusing on strengths, learning from experiences, and assessing our work.

OPPORTUNITY

Education transforms lives. We value access to education as a fundamental right. Our students can start here and go anywhere.

INNOVATION

Change creates vitality. We value the active pursuit of thoughtful innovation and continuous improvement. We empower and challenge ourselves to create, innovate, take risks, and nurture an environment of trust.

RELATIONSHIPS

Relationships are the heart of our work. We value a caring, supportive community built on integrity, openness, honesty, and respect. Our internal and external relationships are flexible, collaborative, and interdependent.

DIVERSITY

Diversity enriches our learning. We embrace diversity in all of its contexts, including strengths, perspectives, and people. We seek to increase our capacity to understand issues of difference, power, privilege and resolve conflict constructively.

DIVERSITY MISSION STATEMENT

To cultivate a thriving, equitable, and inclusive learning community.

THE FUNDAMENTALS

Equity occurs when historically underrepresented student populations have performance outcomes in educational programs capable of closing retention, achievement, and completion gaps. Equity is also when historically underrepresented employees have participation outcomes for professional growth opportunities and resource networks capable of eliminating the demographic disparities in leadership roles in all spheres of institutional functions.

Diversity is essential to our ability to survive and thrive. Diversity refers to how people bring the fullness of their person to our community. Accordingly, diversity includes – but is not limited to – race, ethnicity, religion, sexual orientation, gender, gender identity and expression, age, socioeconomic status, veteran status, status as an individual with a disability, students undergoing transition (transfer, stop-out, International student acclimation), and first-generation students.

Justice entails students, faculty, and staff gaining a greater understanding of power dynamics, developing a meaningful insight into cultures different from their own, and acquiring skills to affect positive change in our shared communities

Inclusion exists when marginalized individuals and groups feel a sense of belonging. Their voices are heard and empowered to participate as full and valued community members, shaping and redefining the campus culture differently.

STRATEGIC DIRECTION

PRIORITY I - ENGAGEMENT, BELONGING, AND ELIMINATING GAPS

GOAL

Advance and curate systems to support the basic needs of students and their sense of belonging to the campus community

ACTION STEPS

- A. Assess our ability to cultivate an ecosystem supporting the basic needs and identify recommendations to better support the basic needs of students
- B. Design experiences to increase student engagement inside and outside the classroom
- C. Review opportunities to create space and activities for affinity groups reflective of students, faculty, and staff interest
- D. Design and implement a male retention program in support of student success

KEY PERFORMANCE INDICATORS

A.1.) A College Council takes responsibility for annual assessments and recommendations

B.1.) 25% or more of the Student Engagement Team programming is in partnership with faculty and career readiness programming

C.1.) Greater than or equal to 70% of the students, faculty, and staff across identified historically disadvantaged groups disaggregated will document a rating of "agree or strongly agree" with the statement "I feel like I belong here."

D.1.) Introduce a pilot program focused on students who identify as Male students and annually track cohort academic success, sense of belonging, and retention by semester

PRIORITY II - EDUCATION AND TRAINING

GOAL

Equity, Diversity, Justice, and inclusion training aims to help Campus Community become more culturally competent, empathetic, and self-aware.

ACTION STEPS

- A. Incorporate the SUNY Diversity in General Education Requirements
- B. Design a system that empowers faculty to develop and implement a teaching pedagogy informed through a culturally responsive practice
- C. Provide opportunities for EDJI forums and dialogues to connect with the campus community
- D. Redesign and launch EDJI classroom workshops and dialogues to connect with students, staff, and the community
- E. Create and deliver online learning module training for students, faculty, and staff, including unconscious bias, cultural competence, EDJI scenario exercises, etc.

KEY PERFORMANCE INDICATORS

A.1.) Each academic year, two (2) or more workshop sessions be offered to faculty to address incorporating the SUNY General Education requirement

A.2.) A scaffolded and coherent plan for training that includes products and assessments.

B.1.) A functioning program structure for part-time and full-time teaching faculty to participate in culturally responsive pedagogy training is proposed by Spring 2023

B.2.) 30% or greater of all full-time faculty will include an EDJI section in their annual reports.

C.1.) Identify EDJI programming in Campus Groups

C.2.) Award electronic badges and co-curricular transcript notations for the completion of five (5) or more EDJI programs

C.3.) Students can articulate how EDJI offerings on campus, club/student organizations, interests, and social groups engage, educate, and empower them as individuals or groups

D.1.) A web-based request form for EDJI workshops will be operational by Fall 2022

D.2.) Greater than or equal to 50% of the students, faculty, and staff will document a rating of "agree or strongly agree" with the statements, "I have become more culturally competent, empathetic, and self-aware."

E.1.) Design one (1) EDJI online learning module each academic year

E.2.) The development of a library guide to catalog a growing repository of resources and training opportunities the campus community can use as directed.

PRIORITY III - RECRUITMENT AND DEVELOPMENT

GOAL

Recruit and Retain Diverse Students, Faculty, and Staff

ACTION STEPS

- A. Define assessment tools for enrollment strategies to recruit a diverse student body
- B. Assess, define, and design recruitment strategies to diversify candidate pools
- C. Assess faculty hiring plan to align with SUNY PRODiG Community College plan and reflect student demographics
- D. Develop and identify sponsorships to support enhancing and increasing EDJI events and campus programming
- E. Develop a funding strategy to retain a thriving, diverse faculty and staff

KEY PERFORMANCE INDICATORS

A.1.) 1.5% increase or greater annually of historically underrepresented (Asian, Black, Latinx, and Native) First-Time/Full-Time (FTFT) and First-Time/Part-Time (FTPT) new students. - *Measured Fall to Fall*

A.2.) 1.0% increase or greater annually of historically underrepresented (Asian, Black, Latinx, and Native FTFT and FTPT student retention). *Measured Fall to Fall*

A.3.) Mindfully create Customer Relationship Management (CRM) communications tailored to varying demographics offering support for continued persistence

B.1.) Candidate pools for faculty and staff will reflect equal to or greater than the percentage of New York state's racial diversity (Based on 2020 census data).

B.2.) Evaluate and revise recruitment strategies annually

B.3.) Hiring Officers and Recruitment Committee will have access to social media and social network templates created to align with current recruitment trends in higher education.

C.1.) Update the faculty hiring plan to align with SUNY PRODiG by Fall 2022

D.1.) Annually (End of the Spring Semester), submit proposals to the Foundation for sponsoring initiatives

D.2.) Identify and submit proposals to two (2) external funding sources.

D.3.) Two campus-wide EDJI events are supported through external funds each academic year.

E.1.) Ability to co-sponsor (2-3) employee resource group activities in collaboration with our county organizations that focus on retaining professionals of color

PRIORITY IV - DATA ANALYTICS AND REPORTING

GOAL

Demonstrate EDJI progress and the College's commitment, and improve tools to drive accountability

ACTION STEPS

- A. Increase the identification of EDJI Data Visualization
- B. Develop and implement an EDJI communication Plan
- C. Complete an equity scorecard assessment for students
- D. Complete an equity scorecard assessment for the campus workforce

KEY PERFORMANCE INDICATORS

- A.1.) Greater than or equal to 50% of the students, faculty, and staff will document a rating of "agree or strongly agree" that EDJI initiatives and performance data in aggregate and disaggregate form is available
- B.1.) ODESS and Marketing will develop an EDJI communication plan beginning Fall 2022
- C.1.) The Diversity Equity Action Council will create an equity scorecard for students
- C.2.) Quantify how many times the Scorecard was reviewed to support decision making using a range to assess

D.1.) The Diversity Equity Action Council will create an equity scorecard for workforce

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APPENDIX

STRATEGIC EQUITY, DIVERSITY, AND INCLUSION PLAN STEERING COMMITTEE

Carolyn Boone, Faculty

Tracey Brunner, CSEA

Rhonda Kowalski, CSEA

Anndrea Mathers, Faculty

Seth A. Thompson, M/C

Carrie Whitmore, PAA

STRATEGIC EQUITY, DIVERSITY, AND INCLUSION PLAN READERS

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Todd McLane, Faculty

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Angela Palumbo, Faculty

Christina Stavenhagen-Helgren, Faculty

Timothy Thompson, Faculty

Kar-Leam Toxey, PAA

Lucy Yang, Faculty

Michael Ziegler, Student

PRIORITY I - ENGAGEMENT, BELONGING, AND ELIMINATING GAPS

Goal: Advance and curate systems to support the basic needs of students and their sense of belonging to the campus community				
ACTION STEP	KEY PERFORMANCE INDICATORS	LEAD	CAMPUS PARTNERS	TIMELINE
A. Assess our ability to cultivate an ecosystem supporting the basic needs and identify recommendations to better support the basic needs of students	A.1.) A College Council takes responsibility for annual assessment and recommendation	Matt Kiechle	Health and Wellness Services Wellness Council DEAC	Suggested - Work begins Fall 2022
	RESULTS			
B. Design experiences to increase student engagement inside and outside the classroom	B.1.) 25% or more of the Student Engagement Team programming is in partnership with faculty and career readiness programming	Seth A. Thompson	Office of Diversity Residence Life Student Activities Office of the Provost CTC	Work will begin in 2022 and be assessed annually

	RESULTS			
C. Review opportunities to create space and activities for affinity groups reflective of students, faculty, and staff interest	C.1.) Greater than or equal to 70% of the students, faculty, and staff across identified historically disadvantaged groups disaggregated will document a rating of "agree or strongly agree" with the statement "I feel like I belong here."	Seth A. Thompson	DEAC - In Provost Institutional Research Student Activities Residence Life	Assessments will be conducted in Spring 2023
	RESULTS			
D. Design and implement a Male retention program in support of student success	D.1.) Introduce a pilot program focused on students who identify as Male students and annually track cohort academic success, sense of belonging, and retention by semester	Tim Thompson	Office of Diversity Residence Life Student Activities Institutional Research	Spring 2022 - Spring 2023
	RESULTS			

PRIORITY II - EDUCATION AND TRAINING

Goal: Equity, Diversity, Justice, and inclusion training aims to help Campus Community become more culturally competent, empathetic, and self-aware.

ACTION STEP	KEY PERFORMANCE INDICATORS	LEAD	CAMPUS PARTNERS	TIMELINE
<p>A. Incorporate the SUNY Diversity in General Education Requirements</p>	<p>A.1.) Each academic year, two (2) or more workshop sessions be offered to faculty to address incorporating the SUNY General Education requirement</p> <p>A.2.) A scaffolded and coherent plan for training that includes products and assessments.</p> <hr/> <p>RESULTS</p>	<p>ODESS</p>	<p>CTC</p>	<p>Fall 22</p>
<p>B. Design a system that empowers faculty to develop and implement a teaching pedagogy informed through a culturally responsive practice.</p>	<p>B.1.) A functioning program structure for part-time and full-time teaching faculty to participate in culturally responsive pedagogy training is proposed by Spring 2023.</p> <p>B.2.) 30% or greater of all full-time faculty will include an EDJI section in their annual reports.</p>	<p>ODESS</p>	<p>CTC Office of the Provost Faculty Partners</p>	<p>2024 - 2027</p>

	RESULTS			
C. Provide opportunities for EDJI forums and dialogues to connect with the campus community	<p>C.1.) Identify EDJI programming in Campus Groups</p> <p>C.2.) Award electronic badges and co-curricular transcript notations for the completion of five (5) or more EDJI programs</p> <p>C.3.) Students can articulate how EDJI offerings on campus, club/student organizations, interests, and social groups engage, educate, and empower them as individuals or groups</p>	ODESS Student Activities	Student Group Advisors Workforce Development	Pilot Spring 2023. Full plan 2024 - 2027
	RESULTS			
D. Redesign and launch EDJI classroom workshops and dialogues	D.1.) A web-based request form for EDJI workshops will be operational by Fall 2022	ODESS	DEAC CTC Library Staff	Start Ongoing

to connect with students, staff, and the community	D.2.) Greater than or equal to 50% of the students, faculty, and staff will document a rating of "agree or strongly agree" with the statements, "I have become more culturally competent, empathetic, and self-aware."			
	RESULTS			

E. Create and deliver online learning module training for students, faculty, and staff, including unconscious bias, cultural competence, EDJI scenario exercises, etc.	E.1.) Design one (1) EDJI online learning module each academic year	ODESS	Library Staff DEAC	Pilot Spring 2023. Scale 2024 - 2027
	E.2.) The development of a library guide to catalog a growing repository of resources and training opportunities the campus community can use as directed.			
	RESULTS			

PRIORITY III - RECRUITMENT AND DEVELOPMENT

Goal: Recruit and retain a diverse student, faculty, and staff				
ACTION STEP	KEY PERFORMANCE INDICATORS	LEAD	CAMPUS PARTNERS	TIMELINE
A. Define assessment tools for enrollment strategies to recruit a diverse student body	A.1.) 1.5% increase or greater annually of historically underrepresented (Asian, Black, Latinx, and Native) First-Time/Full-time (FTFT) and First-Time/Part-Time (FTPT) new students. - <i>Measured Fall to Fall</i>	President's Cabinet	Admissions Marketing/Communications Student Success Institutional Research ODESS	Immediately
	A.2.) 1.0% increase or greater annually of historically underrepresented (Asian, Black, Latinx, and Native FTFT and FTPT student retention). <i>Measured Fall to Fall</i>			
	A.3.) Mindfully created Customer Relationship Management (CRM) communications tailored to varying demographics offering support for continued persistence.			
	RESULTS			

<p>B. Assess, define, and design recruitment strategies to diversify candidate pools</p>	<p>B.1.) Candidate pools for faculty and staff will reflect equal to or greater than the percentage of New York state's racial diversity</p> <p>B.2.) Evaluate and revise recruitment strategies annually.</p> <p>B.3.) Hiring Officers and Recruitment Committee will have access to social media and social network templates created to align with current recruitment trends in higher education.</p>	<p>Human Resources</p>	<p>Chief Diversity Officer Marketing/Communications</p>	<p>Immediately</p>
	<p>RESULTS</p>			

<p>C. Assess faculty hiring plan to align with SUNY PRODiG Community College plan and reflect student demographics</p>	<p>C.1.) Update the faculty hiring plan to align with SUNY PRODiG by Fall 2022</p>	<p>Human Resources Senior Diversity Officer</p>	<p>Provost Office Institutional Research</p>	<p>Immediately</p>
<p>D. Develop and identify sponsorships to support enhancing and increasing EDJI events and campus programming</p>	<p>D.1.) Annually (End of the Spring Semester), submit proposals to the Foundation for sponsoring initiatives</p> <p>D.2.) Identify and submit proposals to two (2) external funding sources.</p> <p>D.3.) Two campus-wide EDJI events are supported through external funds each academic year.</p>	<p>ODESS Student Activities</p>	<p>Foundation President's Cabinet Student Engagement</p>	<p>Immediately, launch by Fall 2022</p>
	<p>RESULTS</p>			

	RESULTS			
E. Develop funding strategy to retain a thriving, diverse faculty and staff	E.1.) Ability to co-sponsor (2-3) employee resource group activities in collaboration with our county organizations that focus on retaining professionals of color.	Human Resources	ODESS Foundation Executive	Fall 2022
	RESULTS			

PRIORITY IV - DATA ANALYTICS AND REPORTING

Goal: Demonstrate EDJI progress and the College's commitment and improve tools to drive accountability				
ACTION STEP	KEY PERFORMANCE INDICATORS	LEAD	CAMPUS PARTNERS	TIMELINE
A. Increase the identification of Equity Diversity, Justice, and Inclusion Data Visualization	A.1.) Greater than or equal to 50% of the students, faculty, and staff will document a rating of "agree or strongly agree" that EDJI initiatives and performance data in aggregate and disaggregate form is available.	SDO Associate Provost	Institutional Research Marketing Faculty CTC	Three Year Cycle

	RESULTS			
B. Develop and implement a EDJI communication Plan	B.1.) DEAC and Marketing will develop a EDJI communication plan beginning Fall 2022	DEAC Profile Committee	DEAC Marketing	Spring 2023
	RESULTS			
C. Complete an equity scorecard assessment for students	<p>C.1.) The Diversity Equity Action Council will create an equity scorecard for Students</p> <p>C.2.) Quantify how many times the Scorecard was reviewed to support decision making using a range to assess</p>	DEAC Profile Committee	DEAC Institutional Research Marketing ODESS Faculty Staff	Spring 2023 Ongoing

	RESULTS			
D. Complete an equity scorecard assessment for the campus workforce	D.1.) The Diversity Equity Action Council will create an equity scorecard for Tompkins Cortland faculty and staff	DEAC Profile Committee	DEAC Institutional Research Marketing ODESS Faculty Staff	Fall 2023 Ongoing
	RESULTS			

report

Date: November 7, 2022

To: Amy Kremenek, President

From: Deborah Mohlenhoff
Associate Vice President for College Relations

RE: Monthly Report to the President and Board of Trustees

COMMUNITY ENGAGEMENT & PARTNERSHIPS:

HSC Couch Surfer Survey – Distributed information and support efforts to recruit participants in the October 14 Couch Surfer Survey coordinated by the Human Services Coalition Continuum of Care. Unfortunately, many of our students struggle with housing security and were potential candidates for participation in the survey. The purpose of this initiative is to capture Point-In-Time data for those who might be in need of services. More information can be found here: <https://hsctc.org/wp-content/uploads/2022/10/Couchsurfer-Census-Presentation-3.pdf>

CCE Transportation Needs Assessment Planning Group – Identified students to serve as members of the Transportation Needs Assessment Planning Group coordinated by Cornell Cooperative Extension.

GOVERNMENT RELATIONS & ADVOCACY:

Tompkins County Community Recovery Fund – After consultation with the county's grant consultant and internal meetings to review potential projects, the College submitted two applications for the County Community Recovery Fund. One requested funding for renovations to the TC3 FSA Childcare Center and an expansion of the Panther Pantry offerings at the child care centers and the second requested funding for students seeking microcredentials that are unable to secure financial aid.

STRATEGIC MARKETING:

Internal Processes –

RFP for ongoing marketing services has been distributed and we are accepting proposals until November 18th. The full RFP can be viewed here:

<https://www.tompkinscortland.edu/sites/default/files/documents/Tompkins%20Cortland%20Strategic%20Marketing%20RFP.pdf>

eDesign

The full data report can be seen here: <https://marketing-reports.com/rs/4FihU16/FUCCF>

In October 2022, compared year over year, the Digital Enrollment Campaigns delivered:

- 306,568 total Ad impressions increased 952% yoy (306,568 vs 29,139)
- 2,885 clicks on Ads increased 169.87% yoy (2,885 vs 1,069)
- Overall website traffic increased 17.89% yoy (73,956 vs 62,733)
- New York City traffic up 253.92% yoy (7,036 vs 1,988)

This year-over-year comparison allows us to take a look at our strategies in comparison to our own performance from one year to the next. This will be most helpful once we have longitudinal data from multiple years of similar digital campaigns.

For April 1- October 31, 2022, we see:

- 4,596,813 Total Ad Impressions
- 4,501,264 Display Impressions on Facebook, Instagram, YouTube, Gmail, Display Networks, Partners
- 95,549 Google Search Impressions
- 48,019 Total Clicks on Ads
- 27,987 Website Sessions from Ads
- 196,796 Total New Website Users
- 17,574 Total Website Goals*
- \$96,258.64 Ad Spend

*Website Goals are actions defined on the website including clicks to admissions links, event links, schedule a visit and email links.

We have extended the contract with eDesign through December 2022 while we finalize our selection of the marketing agency to be identified through the RFP process.

WORKFORCE DEVELOPMENT:

Job & Internship Fair: On October 20th, the College hosted a Job and Internship Fair open to both students and community members. The event, held in the College's Field House, hosted 45 local employers. 116 TC3 students and 35 community members attended. Thank you to Dara Riegel who coordinated this event and to the many staff who supported the program and to the faculty who brought their classes through the fair.

<https://www.tompkinscortland.edu/announcements/college-hosts-job-and-internship-fair-oct-20>

SUNY Microcredentials Conference: On October 27-28, Carrie Whitmore and I attended the SUNY conference on microcredentials. Carrie was a featured panelists for the session entitled "*Campus Panel: Internal Awareness, Communication and Messaging*" and represented the College well with her demonstrated expertise in the area of microcredentials.

OTHER PROJECTS:

Student Transportation Survey Results:

- 193 students total completed the survey
 - 155 full time students, 38 part time
 - 127 commuters, 66 Residence Hall (commuters were mostly from rural Tompkins county)
- COMMUTER SUMMARY
 - 52% drive themselves to campus
 - 36% report the bus schedule does not correspond with their needs
 - 33% report living too far away from a bus stop
- RESIDENT STUDENT SUMMARY
 - 70% do not have a vehicle on campus
 - 55% do not have a reliable way to get groceries or supplies
 - 40% would use the bus if it went directly to a downtown area

View the complete presentation on the results here: <https://bit.ly/TC3transportationsurvey>

We will be sharing the data with both TCAT and Cortland Transit.

COVID-19 UPDATE

At the most recent SUNY COVID meeting, it was announced that there are no plans to change any SUNY guidelines or policies for the Spring semester. The College will plan to move forward with Spring enrollment

with the same messaging that the COVID-19 vaccine is required for all students in order to enroll, unless they seek and are approved for a medical or religious exemption. SUNY has not yet offered any guidance for the Fall, but the local county higher education COVID group is began a discussion on Fall guidelines this week.

CIO Report to Board of Trustees –November 2022

Service Outages

We have experienced a significant number of IT outages related to networking, Wi-Fi, & internet during the fall 2022 semester. The outages have been very disruptive for students, faculty, and staff alike. The IT network had its last major overhaul in 2013 and is at the end of its expected service life. We issued a request for proposals in fall 2021 for a service provider to design, replace, and manage our IT networking infrastructure for the main campus, extension centers, and residence halls. Our original target was for network replacement to occur during the summer in time for the fall semester. I am happy to report the first batch of new network equipment was installed Friday, November 4th. Unfortunately, supply chain issues continue to slow the project and much of the new equipment, ordered in February 2022, will not arrive until February 2023. In the meantime, Campus Tech staff is continuing to work with our partner on this project to keep the network as functional as possible.

Meeting with SGA

I meet with Student Government Association Thursday, Oct 27th, along with Campus Tech team members David Fish, Patty Van de Bogart, and Jim MacLain. I addressed the topic of the IT service outages and provided an update on the network project and actions we are taking. We also spent time talking about the student's general needs around technology, and technology support, at TC3. Jim MacLain shared an update on the new myTC3 web portal to solicit student feedback on what is most helpful and useful to them.

Common Challenges

On November 7th, I attended the SUNY Council of CIOs general meeting at the SUNY Fall IT conference (aka "Wizard"). The three common challenges reported were IT Staffing, Cybersecurity, and the impacts of large SUNY IT initiatives (such as the DLE Brightspace Learning Management platform). Below is a summary of how these challenges are impacting TC3:

Staffing Colleges are reporting IT staffing vacancies between 20-60% across the SUNY system compared to pre-pandemic staffing levels as a result of both workforce reductions and unsuccessful recruitment for open positions. We are currently on the lower-end of this issue – around 20% vacancy - with two currently vacant positions, three fewer total positions than fall 2019.

Cybersecurity We have just completed an internal penetration test/vulnerability assessment with the SUNY Security Operations Center and expect the review the results on November 15th. Our last comprehensive assessment was performed in August 2020. This is also the area where our staffing challenge has been felt the most - our lead position dealing with information security

has been vacated twice (recruited away) within the last 14 months. This means that we are currently not able to mitigate vulnerabilities as quickly as we normally are able to.

SUNY IT initiatives TC3 was one of the 30 *Cohort 1* campuses to complete the DLE Brightspace Learning Management platform implementation for fall 2022. There was a lot of work involved to complete this transition, from SUNY, TC3 IT Staff, and our faculty - and it has been a successful transition for us. SUNY initiatives like this generally benefit us, leveraging additional resources within SUNY to advance TC3's technology offerings. The challenge for us tends to be that we do not always have the resources on our end to fully participate in every initiative available to us.

Technology Equipment

Lack of technology equipment funding and timely replacement has been a chronic issue for the College. The current Technology Plan developed in fall 2019 outlined the need for \$1.6 million in equipment replacement throughout the 2020-21 to 2022-23 academic years. We did not reach that level of spending and accordingly we are facing a significant backlog of obsolete technology equipment across all administrative and academic areas of the College. A large portion of the spending that was done in the last few years was for new services and equipment related to remote instruction and operations. A full assessment of equipment needs completed on November 7th demonstrates that we require \$900,000 for past-due equipment replacements – \$650,000 of which is academic/instructional technology. The average age of an academic computer on campus has reached 7.5 years – with many computer labs approaching 10-year-old computers for fall 2023. As mentioned above, with the help of HEERF funding, the IT Network replacement is underway. This is the bright-spot for us when it comes to modernizing the technology equipment.

Top 3 priority Campus Tech projects

STEM Grant Labs/Classrooms - Continuing to work on meeting the needs of these rooms for fall 2022

Slate Admissions CRM Integration with Power Campus Student Information System - These systems are currently not integrated – the integration is critical to improving the efficiency of admissions and enrollment workflows.

SUNY Printing Initiative - We are in the final stage of testing printing devices under the university-wide managed print services contract. The goal of this initiative is to standardize print policy and services across the systems for cost savings and operational efficiencies.

Respectfully,

Tim Densmore

TO: Amy Kremenek, President
TC3 Board of Trustees

FROM: Sayre Paradiso and Casey Goodwin
Co-chairs, College Senate

DATE: November 4, 2022

College Senate report November 4, 2022

- Reviewing of Senate by-laws and revision will be workshopped between now and December.
- Committee reviewed and submitted the nominee 2022-2023 Chancellor's Award for Excellence in Adjunct Teaching to Amy for submission to SUNY.
- Looking forward to FCCC Campus Governance "Road Show" this month
- Senate Co-Chairs Casey Goodwin and Sayre Paradiso continue to meet with President Kremenek around the missions of senate and the college at large.

**College Senate
Members as of Fall 2022**

Current Members

Three members Teaching/Faculty

Robert Sarachan
David Flaten
David Green

Term Expires

Sp 23 (2nd
term)
Sp 24 (1st term)
Sp 24 (1st term)

Three members Classified Staff

Michele Lopez
Vicki Pousseur
Kayla Conway

Sp 23 (2nd
term)
Sp 23 (1st term)
Sp 24 (1st term)

Three members Non-Teaching or Administrative Professional Staff

Darese Doskal

Karla Block
Dara Riegel

Sp 24 (2nd
term)
Sp 23 (2nd
term)
Sp 24 (1st term)

Three members from FSA

Casey Goodwin (Co-Chair)
Sayre Paradiso (Co-Chair)
Laticia Caza

Sp 24 (2nd
term)
Sp 23 (1st term)
Sp 24 (1st term)

**Three members of the At-Large (from the above named
groups)**

Jennica Petrella-Baum
Keith Hall
Victoria Zeppelin

Sp 23 (1st term)
Sp 23 (1st term)
Sp 24 (1st term)

Two members - Adjunct

Christina Iacabucci
Michael Timonin

Sp 24 (2nd
term)
Sp 24 (1st term)

Two Students

Marquis Godfrey
Angie Day

Sp 24
Sp 24



To: Board of Trustees
November 17, 2022 Meeting

Foundation Board and Committees

The Board met on October 11. Tompkins Cortland student, Kristen Avery provided a “Mission Moment”. Dean of Enrollment Management, Denver Stickrod presented the fall semester enrollment data. The 2021-2022 audit will begin in late October. The Board will be transitioning to a philanthropic focus. The College has provided funds to purchase an awards management software. This software will streamline the efforts of the alumni and development office and enrollment services when awarding scholarships and grants that are generated through the Foundation.

A property management committee meeting took place on October 24. August preliminary financials were presented. Facilities updates were provided by August Hennies and Tom Sand. Buildings B, G, and part of A are being utilized for campus housing for the fall semester.

On November 3, a finance/audit/investment meeting was held. The investment advisor presented the September 30 investment portfolio report. The auditors shared the upcoming audit plan.

The Foundation is hosting a table at the Finger Lakes American Fundraising Professionals – National Philanthropy Day luncheon on November 18.

The campus housing bond work continues with our legal team at Bond, Schoeneck & King.

Strategic Plan

Work continues on the strategic plan.

Upcoming Meetings

December 13 – Executive committee meeting

January 5 – Finance/Audit/Investment committee meeting

January 10 – Annual Board Meeting, followed immediately by the regular Board meeting

Foundation Board Members

Tom Van Derzee, chair (Tompkins County)

Rich Cunningham, vice chair (Cortland County)

Amy Lanzilotta, Secretary/Treasurer (Tompkins County)

Doug Bentley, alum (Cortland County)

Foundation Board, cont.

Amanda Bisson, Faculty Liaison
Clinton Brooks (Cortland County)
Leslie Danks Burke (Tompkins County)
Dale Davis, alum (Cortland County)
Brian Fuller, alum (Tompkins County)
Regina Grantham (Cortland County)
Bob Haight (Cortland County)
Amy Kremenek, College President
Matt McSherry, Board of Trustees Liaison
Walt Priest (Cortland County)
Deb Raupers (Tioga County)
Gary Stewart (Tompkins County)
Jennifer Turck (Cortland County)
Paula Younger (Tompkins County)

Philanthropy

Meetings and calls with donors continue.

The stewardship plan is currently being revised.

An internal audit of restricted funds is being completed.

Communications

The 2021 annual report is completed and is available on the College's website.

An electronic thank you is being created and will be sent to all constituents in the next week. A year-end solicitation will be mailed to over 11,000 people in the next few weeks and electronic copy will be sent as well.

Tompkins Harvest

The Food Service Directors met on October 20 at TST BOCES to work on their strategic plans (six Directors were in attendance as well as one Principal). Anneliese Tanner from the Chef Ann Foundation was able to attend virtually and assist with some of the goals that were identified for each of the schools. Their next meeting has been scheduled for Wednesday, November 16 at Ithaca High School.



TO: Tompkins Cortland Community College Board of Trustees
FROM: Amy Kremenek, DM, and President
DATE: November 17, 2022
SUBJECT: President's Update

Throughout the fall semester and over the past five months since my appointment, work has continued in earnest to make progress toward the President's goals approved by the Board of Trustees in September. I am pleased to provide the following update this month relative to these goals.

1. STUDENTS: ENROLLMENT AND RETENTION

- Stabilize and begin to build TC3's core (non-high school) enrollment back to pre-pandemic levels.
 - Developed the Strategic Enrollment Management Plan (SEM) through the efforts of an internal cross-campus team with coaching support from Dr. Laura Wankel, an expert from the American Association of Collegiate Registrars and Admissions Officers (AACRO), funded by SUNY-secured Lumina Foundation grant. The internal plan was finalized in September and submitted to SUNY for approval in October.
 - Fall 2023 enrollment has leveled out on the upswing, with a 5.7% increase in terms of FTE and 3.3% in terms of headcount. We are continuing to make good headway in terms of applications for the spring 2023 and fall 2023 semesters. As of 11/4/22 applications are up 16% over this same time in 2021. Fall 2023 applications are currently very strong, with 269 applications received, an 89% increase over this same time last year. Investments in Strategic Enrollment Management, the implementation and expanded use of improved technology, and strategic marketing that is largely digital, are supporting this progress, in addition to hard work on the part of faculty, advisors, and the Enrollment Services Center ("101") staff.
 - Secured \$25,000 in incremental funding from SUNY to conduct a needs analysis for the Cortland Extension Center. An additional \$25,000 in incremental funding was also secured from SUNY to conduct a second study relative to the education and training needs of low income families and individuals residing in rural and urban areas of Cortland and Tompkins Counties.
 - Conducted a survey in October focused on the transportation needs of residential and commuter students, with nearly 200 responses received. The results of the study will be shared with transit providers in both counties as well as local officials and community leaders.
- Elevate, identify and actively pursue interventions to improve student retention and completion, measuring progress according to the American Association of Community College's Voluntary Framework of Accountability (VFA) measures and benchmarking data for select peer and aspirational institutions. The VFA was chosen for this purpose as it is the principal accountability framework for community colleges which recognizes the full breadth of the mission of community colleges and the diversity of community college student goals and educational experiences.

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- With the assistance of Institutional Research Office, conducted an initial data review relative to student retention and completion and submitted the preliminary report to the Aspen Institute as part of the New President's Fellowship Program. This data will serve as the basis for my participation in the program, which is focused on the student success agenda and equitable student outcomes in community colleges. Dr. Karen Stout, a member of the Aspen Faculty and the President and Chief Executive Officer of Achieving the Dream, is my assigned coach for the upcoming year.
- Kicked off the Aspen Institute Community College Excellence Program, designed for presidents, senior teams, and Boards of Trustees, in October in collaboration with SUNY System Administration representatives and five other SUNY community colleges. The focus will be on advancing equitable student outcomes, emphasizing post-graduation outcomes in transfer and job placement. Our team's assigned coach is Dr. Lenore Rodicio, senior fellow at the Aspen Institute and former Executive Vice President and Provost at Miami-Dade Community College in Florida.
- Conducted eight small group discussions with current students to gain insight and input into the College's areas of strength and opportunities to improve, with an emphasis on ensuring a wide variety of voices including students in developmental courses, adult learners, ESL students, and evening students. These groups will continue through the fall semester with themes developed at the conclusion.

2. CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION: Actively engage with the campus community to foster a healthy and inclusive climate and effective participatory and shared governance.

- Completing small group conversations with faculty and staff; more than 200 individuals have participated in 27 separate conversations. Eight themes were developed and shared with the campus community at the annual Fall Day.
- Meeting monthly with the co-chairs of College Senate to enhance and facilitate effective communication and collaboration.
- Engaged the SUNY Faculty Council on Community Colleges (FCCC) to bring their "shared governance roadshow" to TC3 on November 17-18. The purpose is to provide professional development around the topic of shared governance for new professionals, colleagues new to higher education, and a refresher for those more seasoned. The sessions will include the College Senate, a general session open to the entire campus, Executive Council, and the Board of Trustees.
- Expanded President's Cabinet began meeting in September, with the goal of enhancing cross-campus communication, developing leadership, and encouraging collaboration. The expanded Cabinet includes administrative and faculty leaders and meetings occur each month. Topics have included updates on key college functions including residence life, student activities, budgeting, and the Strategic Enrollment Management plan, as well as discussions about professional development days and transportation gaps.



3. **EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION:** Develop and advance College partnerships and increase engagement with businesses, organizations, community leaders, and residents.
- Continued public engagement this month included connection with the Cortland Chamber of Commerce to discuss opportunities for the College, including strengthening connections to Cortland-based businesses. The College will also host a table at the Chamber’s annual awards dinner on November 10.
 - Conducted a site visit to Odyssey Semiconductor in Ithaca to learn more about their business needs and opportunities for students in the emerging semiconductor industry. Workforce development visits to additional businesses and partners will continue in the coming months.
 - Represented TC3 at the October 20th visit to Onondaga Community College in Syracuse by President Joe Biden, Governor Kathy Hochul, Senator Kirsten Gillibrand, and Senator Chuck Schumer to announce community investments on the part of Micron. Connected and reconnected with several community, business, and educational leaders as a part of this visit.

As we continue forward throughout the year, regular progress updates will continue to be provided to the Board of Trustees, the campus, and the external community. I am grateful for this opportunity to lead our great institution and to serve our students, campus and community, and look forward to engaging in this important work.